

EETC
10/13/2004 Notes

Second meeting was held on October 14, 2004 at the Judicial Building, room 165. Members present were Laura Roeder-Grubb, Steve Nicoll, Kevin Vandewall, and Matthew VanGundy. Margaret Munson, of Communication group was also in attendance.

The group started the meeting by following up the status of the three items discussed at our first meeting. Those three items are the EIP information, the creation of a vendor index, and dissemination of RFP, RFI, RFS, and Master Service Contracts information.

EIP

Darryl Fremont was working on posting the EIP information. Laura would follow up with him on the status.

At the time of our meeting, no information had been posted yet, but the day after the meeting, an email informed us that this information has been posted to <http://intranet.iowa.gov/eip/>.

The committee will work on figuring out how to update this information, and easy ways to help keep this information current.

Vendor Index

Steve Nicoll has contacted Ashley Super and the AG's office about doing a vendor index. Committee would like to involve Ken Discher on this, if his schedule allows. We may be able to work in conjunction with what DAS is trying to create.

Items that might be included on this index are some yes/no questions, deadlines, budget, staffing plan, agency involved, and contact information. Terms of the contract, scope of project, and "lessons learned" were also discussed as possible information to add.

Dissemination of this index and how to keep in updated are still topics of discussion.

RFP/RFI/RFS/MSC

Laura recommended adding Jim Day to the committee to help with this information. Jim was not able to attend this meeting, but has accepted to become a member.

EETC will be working with the Communication Committee to help disseminate information and "market" appropriately.

Committee discussed the focus of this group, and if current direction was appropriate. Consensus was to stay with current plan and seek input from CIO members for possible objective and education topics (for possible lunch and learns).

Committee agreed that one main goal of this group was to "Be useful and provide helpful information". Those that were present at last CIO meeting thought the opening by agencies on what they were doing was helpful and interesting. Therefore, EETC is recommending moving forward on tasks listed above, and seek input from CIO members for other objectives.

Next Meeting: November 17, 2004 from 1:30-3:00 in room 208 of the Lucas Building